

MEMORANDUM FOR: Assistant Director for Personnel

6-0399

SEP 30 1954

SUBJECT : Administration of Travel and Transportation

REFERENCE : Memorandum for the Assistant Director for Personnel from Deputy Director (Administration) subject as above, dated 1 April 1954

1. In order to assist the Chief of Logistics in the discharge of his responsibilities, as outlined in referenced memorandum, and to enable his Office to assist you in the fulfillment of your responsibilities and functions relating to travel, it is requested that the Chief of Logistics be furnished the following information on a monthly basis:

- a. Number of persons traveling during the month.
- b. Number and value of Transportation Requests issued for travel during the month.
- c. Cash advances authorized for the shipment of baggage.
- d. Monthly expenditures for transportation, broken down by carrier.

2. It is believed that the information requested above lends itself to a format which will make for ease in reporting. In this regard it is suggested that the two report forms attached hereto be considered and that any changes necessary be worked out between the Central Processing Branch of your Office and the Passenger Movement Branch of the Transportation Division, Logistics Office.

3. It is my view that this arrangement will enable both offices to better discharge their responsibilities. Any comments or suggestions which you may have will be appreciated.

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Class. Changed To:	TS S (C)
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Date:	22/11/76
By:	029

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L. K. WHITE
Deputy Director
(Administration)

2 Enclosures:

- Tab #1 - Domestic Travel Report
- Tab #2 - Foreign Travel Report

LO/TD/PMB/APR:le(14 Sept 1954)

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